

## Roles and Responsibilities

Teacher Candidate (TC)	Clinical Educator (CE)	Field Instructor (FI)
Actively participate as a coteacher in the classroom.	Mentor and support TC. Coteach, coplan, and reflect throughout the 12 weeks. Create a dedicated planning time with your TC.	Mentor and support TC throughout the 12 weeks; support CE as needed
Introduce yourself to CE and faculty. Attend PLCs and permitted PDs. Attend your placement on <b>all</b> PD days. Attend coteaching launch.	Welcome the TC into your classroom and introduce them to the school and faculty. Include your TC in PLCs and PDs. Attend coteaching launch and pairs workshops.	Hold an initial meeting with the TC and CE.
Ask questions and seek feedback from CE and FI. Let your CE know the days and times you will be observed by your FI.	Provide specific ongoing feedback to the TC. Bring up concerns to the TC and the FI as needed.	Observe at least 5 lessons and provide specific feedback.
Complete all assignments on the ECE grid. Take initiative to find additional ways to get involved in the classroom.	Provide support and feedback on assignments. Focus is on lesson plans. Allow the TC to take risks!	Provide support and feedback on student teaching assignments.
Complete a self-assessment at mid-term and at the end of the placement.	Complete the capstone evaluation for mid-term and for the end of the placement. The final evaluation must be completed on <a href="http://www.taskstream.com">www.taskstream.com</a> .	Facilitate mid-term and final conferences with CE and FI. The final evaluation must be completed on <a href="http://www.taskstream.com">www.taskstream.com</a> .
Provide lesson plans and assignments to CE and FI by the due date.	Provide feedback on lesson plans. You do not need to allow the TC to teach a lesson if plans were not submitted on time.	Provide feedback on lesson plans.
Contact your FI and your CE if you will be absent as soon as possible. You are responsible for providing the materials and lessons if scheduled to lead that day. You may will need to make up all non-excused absences and additional absences at the discretion of your CE and FI.	Apply for a substitute if you will be absent, and if possible, inform your TC. Teacher candidates can take the lead on the days you are absent, but a substitute should be in the room with them.  Inform FI of any TC absences.	Contact your TC if you will be unable to attend a scheduled observation. Keep track of TC absences.
Abide by the University's Disposition Policy and Student Code of Conduct.	Inform your TC of the professional expectations of your school (dress code, sign in procedures, etc.).	Support CE and TC with concerns about professionalism. Conduct dispositions meeting if necessary.